



Redwood Secondary School

TRANSITION Policy
2022 / 2023

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At Redwood we recognise the importance of ensuring smooth transitions for young people joining our school, moving classes within our school and moving onto alternative provision/out of area/further education pathways, employment and adult social care provision. We understand the importance of ensuring transition procedures are flexible and meet the unique and individual needs of young people and their families. Redwood will make every attempt to ensure that parents are involved at every stage of their child's transition to the school and future transitions.

Areas of Transition at Redwood:

KS2 to KS3 Primary transition to Secondary School setting (Transition to Redwood)
KS3 to KS4 Achievement Pathways and Accreditation Options (Transition within Redwood)
KS4 to KS5 Post-16 pathways at Redwood Sixth Form and REEC (Transition within Redwood)
KS5 + Transition beyond Redwood (Transition from Redwood)
KS3 - KS5 In year transfer to an alternative educational setting (Transition from Redwood)
KS3 – KS5 In year transfer into Redwood (Transition to Redwood)

KS2 to KS3 Primary transition to Secondary School setting (Transition to Redwood)

Transition at Redwood commences at the start of the academic year and continues throughout the calendar year. There are a range of opportunities over the course of the year to support a smooth transition for parents and the child; these are explained in more detail below.

Redwood Tours

Throughout the year, there are scheduled opportunities for prospective parents to visit Redwood to look around, speak to staff and experience the learning environment Redwood has to offer. Parents do not have to have secured a place at Redwood to join a tour. Tours are open to any parent who has a child with an EHCP.

Redwood Open Day

In the Autumn Term, Redwood hosts an open day for prospective parents and pupils to visit the school for a longer period and are offered the opportunity to speak to staff and pupils in more detail.

Redwood Parents Evening

Once a child is allocated a place at Redwood parents will receive information regarding the transition programme. They will be invited to a parents' evening at Redwood where this information will be shared and explained in more detail. This evening also offers an opportunity to parents to speak to staff and meet other parents.

Redwood SHAPE Days

Opportunities for pupils to experience a day in the life of a Redwood pupil. Additional opportunities and sessions are offered to those who may need additional transition time based on their individual needs. SHAPE days are part of our community calendar at Redwood where all pupils take part in lessons, events and activities planned around pupil's health, achievement and wellbeing. There are seven SHAPE days throughout the academic year based on the following themes:

- Staying Safe
- Being Healthy
- Enjoy and Achieve

- Positive Contribution
- Economic Wellbeing

Redwood Parents Coffee Morning

Coffee mornings are an opportunity for parents to visit the school and meet other parents/staff and pupils from Redwood in an informal social setting. These mornings take place throughout the Spring and Summer term and parents are welcome to attend as many of the mornings as they like.

Redwood KS2 Transition Programme:

In conjunction with feeder schools (both mainstream and specialist provision) a transition programme has been developed and is reviewed each year to ensure maximum opportunity for a smooth transition for future Redwood pupils. Meetings take place in early September between a representative from the Local Authority (LA), our 2 feeder Specialist Schools (Newlands and Springside) and the Deputy Headteacher and Assistant Headteacher from Redwood.

AUTUMN TERM 2022

Date	Event	Audience	Purpose
September 2022	Year 6 SEN school preference forms issued	Year 6 parents of young people with an EHCP	Online registration of preferred school
September 2022	Year 6 consultation with Specialist Feeder Schools (Newlands and Springside)	Assistant Headteacher Link staff at Newlands Link staff at Springside Year 6 pupils	To plan transition programme and gain insight into pupil needs and abilities
October 2022	Meeting between the Deputy Headteacher, Assistant Headteacher and LA – Transition arrangements for Mainstream requests	Deputy Headteacher and Assistant Headteacher	To plan transition programme for mainstream schools
October 2022	Parent/Carer OPEN DAY	Prospective parents of young people with an EHCP	Opportunity to visit facilities and staff
Autumn 2022	REDWOOD TOURS (individual tours on request)	Prospective parents of young people with an EHCP	Small group non-prejudicial visit – opportunity to see school in action
Autumn – June 2022 -2023	Year 6 Annual Reviews	Mainstream, Springside and Newlands staff. Assistant Head Teacher or Year 7 Pastoral Lead and EHCP team to attend meetings where appropriate	Information gathering/objective setting/parental questions and support
November 2022	LA consult with preferred or nominated schools for September 2023 Year 7 intake	Headteacher Deputy Headteacher	To gather views as to whether we can meet the child's needs where parents have chosen Redwood
December 2022	Observations and Engagement Sessions Staff from Redwood visit Newlands and Springside	Assistant Head Teacher, Year 7 Pastoral Lead and Teaching Assistant	Information gathering, observation and engagement with pupils and staff.

January 2023	LA Admissions	Headteacher Deputy Headteacher LA Officers	Agreed mainstream intake with be confirmed
January 2023	LA notify parents of the school that will be named in the pupils EHCP for September 2023	Parents Feeder Schools Redwood	
SPRING 2023	REDWOOD TOURS (individual tours on request)	Prospective parents of young people with an EHCP	Small group non-prejudicial visit – opportunity to see school in action
January 2023	Observations and Engagement Sessions Staff from Redwood visit Newlands and Springside	Assistant Head Teacher, Year 7 Pastoral Lead and Teaching Assistant	Information gathering, observation and engagement with pupils and staff.
February 2023	SHAPE Day Pupil visit to Redwood with staff support	Newlands and Springside pupils visit Redwood	"Staying Safe" Take part in community day with pupils and staff at Redwood

SPRING TERM 2023

Date	Event	Audience	Purpose
February 2023	Year 6 EHCP's are amended to name appropriate Secondary School placement	Parents Schools	
March 2023	Shape Day Pupil visit to Redwood with staff support	Newlands and Springside pupils visit Redwood Mainstream pupils visit	Take part in community day with pupils and staff at Redwood
February 2023	Half Term Holiday Club	Year 7 prospective pupils	Opportunity for future year 7 to interact with other pupils through enrichment – Places must be pre booked
March 2023	KS2 visits	Redwood Staff	Redwood staff to visit Newlands/Springside/ Mainstream to meet with key KS2 staff to share pupil information
March / April 2023	Parents Evening	Parents of pupils in year 6 with EHCP's who have been allocated Redwood	Information sharing, opportunity to meet Redwood Staff and learn about Redwood
April 2023	Shape Day Pupil visit to Redwood with staff support	Newlands and Springside pupils visit Redwood Mainstream pupils visit	Take part in community day with pupils and staff at Redwood
April 2023	Parent Coffee Morning	Parents with confirmed places to visit	Opportunity to meet Headteacher, key staff and current year 7 pupils

SUMMER TERM 2023

Date	Event	Audience	Purpose
Summer Term	REDWOOD TOURS (individual tours on request)	Prospective parents of young people with an EHCP	Small group non-prejudicial visit – opportunity to see school in action
May 2023	Shape Day Pupil visit to Redwood with staff support	Newlands and Springside pupils visit Redwood Mainstream pupils visit	Take part in community day with pupils and staff at Redwood
May 2023	Parent Coffee Morning	Parents with confirmed places to visit	Opportunity to meet Headteacher, key staff and current year 7 pupils
May 2023	Red Day – A day in the Life of a year 7	Newlands pupils Springside pupils Mainstream pupils	Separate visits for each school settings. Opportunity to experience a day in the life of a year 7 pupil
May 2023	KS2 visits	Redwood Staff	Redwood staff to visit Newlands/Springside/ Mainstream to complete transition policy to practice documentation
May 2023	Half Term Holiday Club	Year 7 prospective pupils	Opportunity for future year 7 to interact with other pupils through enrichment - Places must be pre booked
June 2023	Shape Day Pupil visit to Redwood with staff support	Newlands and Springside pupils visit Redwood Mainstream pupils visit	Take part in community day with pupils and staff at Redwood
June/July 2023	Tribunal hearings for any parent who has appealed against the naming of the school in the EHCP	Parents Schools LA	Opportunity for future year 7 to interact with other pupils through enrichment
July 2023	Year 6 TRANSITION DAY	All pupils with school support	Transition day for all year 6 across the LA
July 2023	Parents Evening	Parents of pupils in year 6 with EHCP's who have been allocated Redwood	Preparation event for parents regarding pupil starting at Redwood in September 2023
July/August 2023	Summer School	Future year 7	Opportunity for future year 7 to interact with other pupils through enrichment – Places must be pre booked

KS3 to KS4 Achievement Pathways and Accreditation Options (Transition within Redwood)

Where possible and to encourage and promote the pastoral care programme across the secondary department, students would remain in their existing tutor groups from Key Stage 3 to Key Stage 4. This ensures continuity and consistency for students, teachers and support staff. If changes do occur this will be as a result of detailed analysis and awareness of individual pupil information to ensure the best possible outcomes for students are achieved. To support this process teachers are responsible for ensuring that all relevant information related to the students is shared. Some of the documentation will be transferred to colleagues in hard copy. However, some of the documentation can be accessed on the SIMS system and it is the responsibility of staff to access this information as part of the transition process prior to the start of the autumn term.

The foremost transition arrangements centre on informing students and parents about the changes in the curriculum offer at KS4. During the summer term (Dates to be confirmed) students and parents are invited into school where discussions take place in regard to the KS4 curriculum offer. Parents and students are presented with a booklet and a presentation, which will allow them to make informed choices about their 'Leisure' and 'Vocational' options. As well as the broad curriculum on offer, KS4 also develop students independence through multi-faceted enrichment opportunities as students have the opportunity to follow the Duke of Edinburgh Award Scheme.

SUMMER TERM 2023

Date	Event	Audience	Purpose
May 2023	Options Booklet distributed	Students, parents, carers	Outline vocational and leisure options
June 2023	Options afternoon	Students, parents, carers	Information dissemination regarding 'option' choices
July 2023	Deadline for option choices	Students	Facilitate timetabling of option groups and confirmation of KS4 offer
July 2023	KS3/4 TRANSITION DAY	All pupils with school support	Transition day for all classes at Redwood

KS4 to KS5 Post-16 options at REEC and as part of Redwood Sixth Form (Transition within Redwood)

Students in KS4 receive internal and external careers information advice and guidance through consultations and 'open' sessions with Vicky McManus (Careers and Futures advisor) and Janet Hill (Positive Steps). Time is also spent in pastoral groups and the year 11 EHCP annual review meeting to discuss preferred options. In October each year Redwood invite parents/ carers of pupils in Year 11 to an Open Day event. This event is also circulated to all SENCOs in Rochdale Schools and Rochdale Local Authority advertises the event on Redwood's behalf. This 'Open Day' event is an opportunity to visit school, to have a tour of the facilities, meet the Assistant Headteachers responsible for this provision (Simon Alcock and Adele Navesey-Hall) and meet staff. This is also an excellent opportunity for parents/carers to find out more about the pathways and provision on both sites Redwood and REEC.

Within Redwood **KS5 provision**, there are **5 pathways**:

- Students with profound and complex needs are able to continue a personalised programme on our Experiential Bases.

- Students with complex autism are able to continue to access SCERTS based learning in the Engage Bases.
- Student who want to further develop life skills, become more independent and explore the world of work in preparation for adulthood are able to access the Skills for Independence provision on the Build pathway.
- Students who are identified as being 'work ready' progress on to the 2-year Employability and Independence provision based at REEC (Redwood Education and Enterprise Centre) which leads on to the Supported Internship Programme in year 3 based at Rochdale Infirmary or Rochdale Football Club on our Boost pathway.
- Students who require a more practical hands on approach to learning go onto access the Personalised Provision Programme where they work with The Prince's Trust, develop vocational training skills and work on interpersonal skills for life in preparation for college and employment on our Nurture pathway.

KS4/5 TRANSITION CALENDAR 2022 - 2023

Date	Event	Audience	Purpose
Autumn / Spring / Summer 2022 - 2023	Meeting between the AHT's and LA – Transition arrangements for Year 11 students	Assistant Headteacher's Sandra Blackmore LA Representatives Transition Team Adult Social Care	Initial indication of Post 16 destinations identified, places applied for and places confirmed.
October 2022	Parent/Carer OPEN DAY	Year 11 internal and external parents / carers	Opportunity to visit facilities and staff
Autumn / Spring / Summer 2022 - 2023	REDWOOD TOURS (individual tours on request)	Year 11 external parents / carers	Small group non-prejudicial visit – opportunity to see school in action
Autumn 2022	Year 11 Annual Reviews	Redwood staff and EHCP team	Information gathering/objective setting/parental questions and support
March 2023	KS5 visits	Year 11 students	Transition visits
March 2023	Confirmation of Post 16 School placement	Parents Schools	Confirmation of Post 16 pathway
March 2023	Independent travel training programme commences	Lynda Starkey / Samantha Greenfield Identified students with REEC placement	Undertake independent programme in preparation for September 2023
May 2023	Post 16 Options booklet discussed /distributed	Students, parents, carers	Outline vocational and leisure options
June 2023	Transition Coffee Morning	Students, parents, carers	Opportunity for students, parents and carers to meet together, gain information and prepare for September

July 2023	Deadline for option choices	Students	Facilitate timetabling of option groups and confirmation of Post 16 offer.
July 2023	Post 16 tutor groups clarified	Students Redwood Staff	Planning for September can be facilitated
July 2023	KS4/5 TRANSITION DAY	All pupils with school support	Transition day for all classes at Redwood
July 2023	September instructions and student contact information sent to Year 12 intake	All confirmed pupils	To ensure parents have information relating to transport, September procedures and school has emergency contact details

KS5 + Transition beyond Redwood (Transition from Redwood)

Half-termly planning meetings take place with LA commissioner, Adult Social Care Transition Team, Positive Steps and school transition team to ensure appropriate and well planned destination success.

Parent Information Days....

The well-established transition programme at Post 16 ensures that all students, parents and carers are aware of future provision within the local offer be that further education, employment or access to adult social care provision.

Students on the Internship programme have worked through a package that provides education, employment, enrichment, independence and social opportunities for the Interns. This enables them to make the transition into adulthood by being work and life ready. Marie English (Internship Manager) will transition Interns into either secured employment, voluntary employment, college or a combination of those three elements. Interns are supported throughout this process by school staff and Positive Steps. The Supported Internship programme has been running successfully for a number of years and has had a significant impact in terms of gaining interns paid employment. We are finding that the Interns are sustaining their positions in the workplace.

Post 16 students also receive internal and external careers information advice and guidance through consultations and 'open' sessions with school staff and Janet Hill (Positive Steps).

Student's next provision is identified at EHCP annual review meetings. The careers and futures advisor lead in school is involved in this process and arranges visits, interviews and taster days for students wanting to go on to further education and supports them through the application process. The transition team from adult social care become involved with and attend the EHCP annual reviews of students with more complex needs in year 13 and 14 as they are coming up to 18 years. They begin an assessment process that generates a personalised budget that enables students to purchase services with identified social care providers or access personal assistants. Redwood works closely with the adult transition team to find suitable providers, share information, and set up and facilitate visits. Most students are successfully accessing services before they leave Redwood.

KS3-KS5 In year transfer to an alternative educational setting (Transition from Redwood)

For young people whom Redwood is no longer able to meet their needs, we as a school work with outside agencies and providers to share information and find the best provision for them to be

successful and safe. At KS4, if appropriate some students leave Redwood at Year 11 and go onto further education. Again the careers and futures advisor lead in school is involved in this process to arrange visits, interviews and taster days for these students and supports them through the application process. Students are further supported by Redwood's independent travel facilitators who begin the process of training students to these new destinations.

KS3 – KS5 In year transfer into Redwood (Transition to Redwood)

Any parent/ carer wishing to enquire about an admission into Post 16, should in the first instance contact the SEN Team at the Local Authority 01706 925140. At any point throughout this process, any student that the Local Authority feel would be correctly placed at Redwood will be directly invited to meet the Headteacher individually. Through consultation with the Headteacher pre-determined appointments will be offered in the Spring and Summer terms. The purpose of these appointments will be for non-prejudicial visits, general information and facility tours.

If you have any questions or would like to discuss any of the elements of this policy in more detail with a member of senior staff at Redwood please contact the school on 01706 750815.

Transition Team at Redwood

Jo Connor	Deputy Headteacher Whole School Consultation Lead
Adele Navesey-Hall	Assistant Headteacher Whole School Transition Lead
Simon Alcock	Assistant Headteacher KS 4 & 5 Destinations
Carol Barnes	ASC Specialist
Emily Murphy	Year 7 MSB Pastoral Lead
Michelle Gardner	Experiential Base Lead
Mark Dale	Engage Base Lead
Trish Alessandre	EHCP Coordinator
Michelle Rowell	Administrator
Jodie Dyer	Transition and Destinations TA 4

Reviewing this Policy

This policy will be regularly reviewed by the governing body and updated annually in line with Redwood School's policy schedule.

Updated 17/09/2022 by Adele Navesey-Hall (Assistant Head Teacher)